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SECURITY INFORMATION

General Report and Recommendations

Problem

1. The general problem is to devise a procedure for the evaluation of students while in Agency training courses. The procedure should be flexible and realistic, it should provide meaningful results, its use should be protected in the interest of student and instructor morale, and it should be an integral part of the Agency's Career Management Program.

2. The specific goal is to devise an evaluation procedure for trial use in the BIC/CS beginning 6 April and to formulate some general policies to guide work in the training evaluation area.

Discussion

The instructors, training officials, and consumers participated in this development, but not to the extent that would have been desirable had time permitted. Problems given special attention in the designing of the procedure were: (1) What should be evaluated, (2) how it should be evaluated, (3) how it should be reported to be most meaningful, and (4) how the distribution of evaluation information should be controlled.

Recommendations

1. It is recommended that the attached form and statement of procedures be adopted for trial use in the BIC/CS course.

2. As a framework for continuing work on training evaluation, the following policies are recommended:

A. Evaluations of subject matter content will always include an objective examination.

B. To the extent that the subject matter of the basic courses overlaps, the same examinations and evaluation procedures will be used.

C. The distribution of evaluation reports will be held to a minimum; and, in cases of consolidations of reports, will be on a face-to-face basis.

D. The A/E Staff will be responsible only for (1) devising, maintaining, and controlling the procedures for evaluation; and (2) verifying that the procedures have been followed.

E. Training evaluation in one course will be integrated into training evaluation for all courses, and the entire program be regarded as one part of the Career Management Program.

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The proposed form and manual of instruction are included as Tabs A and B, respectively. Further elaboration and discussion of the problems are given in Tab C. Tab D is a summary of the information gained in interviews with instructors and consumers.